

Entering Third-Party Paid Fees

Follow these steps when a charge(s) on a Commercial Settlement Statement (CSS) are paid by someone other than the Buyer or Seller.

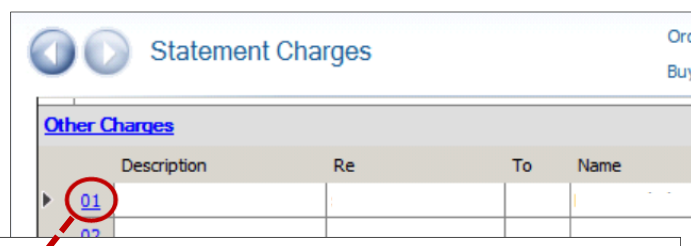
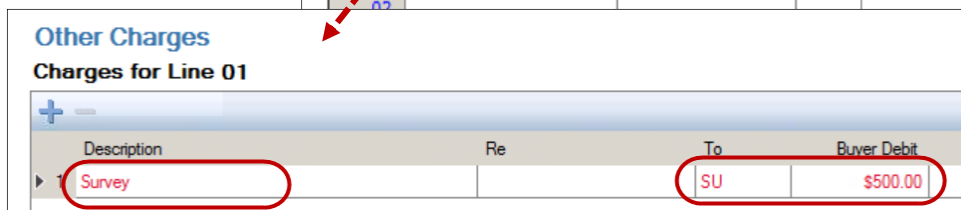
IMPORTANT: It is important to note that changing only the Payor Codes causes the Register to read differently than your settlement statement.

Scenario: The Mortgage Broker is paying the Survey Fee and we are reducing their check by an amount equal to the survey fee.

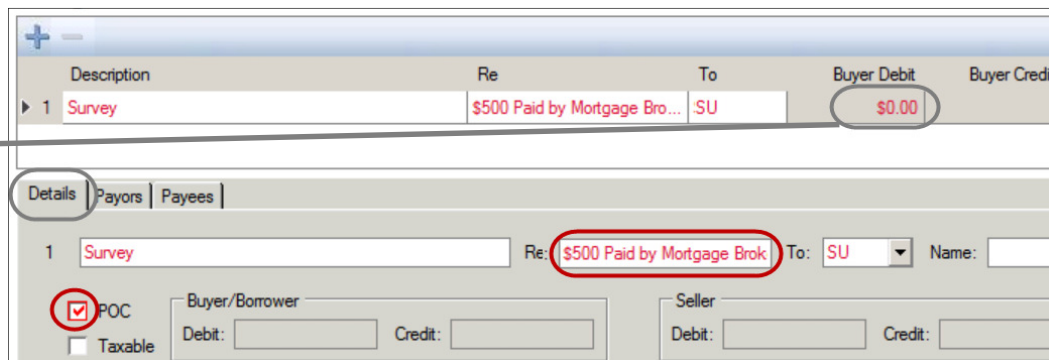
1. Navigate to the **Statement Charges** screen
2. On the next available line in the section you wish the charge to appear, click the **Line** number link

Enter or select the,

- › **Description**
- › **To** = code for the party being paid
- › **Buyer Debit** = amount due

3. On the **Details** tab, check the **POC** check box; this zeroes out the **Buyer Debit** field

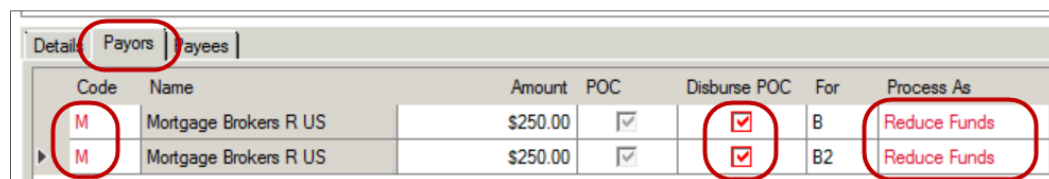


4. Edit the **RE** field, if applicable

5. Click the **Payors** tab

6. From the **Code** drop-down, select the code for the party paying the fee

7. Check the **Disburse POC** check box



8. From the **Process As** drop-down, select,

- › **Incoming Fund** if they are submitting a payment; this impacts money coming into the Register
- › **Reduce Funds** if their check is to be reduced by the amount they are paying

The result is the Balance Due from Buyer, the Register and the Statement all display the same amount.